

# TOOL & EQUIPMENT INVENTORY

Small Business Resource Tracking Asset Log

Date: \_\_\_\_\_

Department: \_\_\_\_\_

TOOL / ASSET NAME	SERIAL NUMBER	PURCHASE DATE	ASSIGNED TO	CONDITION	NOTES / MAINTENANCE
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Ex: Cordless Drill x2	SN-99201	2023-10-12	Main Workshop	Excellent	Last service: Jan 2024
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Tool Tracking Template - Confidential Business Document - Internal Use Only